



UNITED STATES MARINE CORPS
CHEMICAL BIOLOGICAL INCIDENT RESPONSE FORCE
II MARINE EXPEDITIONARY FORCE
3399 STRAUSS AVENUE, SUITE 219
INDIAN HEAD, MD 20640-5035

4790

MMO

MAR 17 2010

POLICY LETTER 2-10

From: Commanding Officer, Chemical Biological Incident Response Force
To: All Sections

Subj: CENTRALIZED CALIBRATION POLICY

Ref: (a) MCO P4790.2C
(b) TM 4700-15/1H

Encl: (1) Monthly Calibration Report Example

1. Purpose. To establish a centralized calibration policy that will be adhered to by all personnel assigned to the battalion. In accordance with the references, the Maintenance Management Office (MMO) is responsible for monitoring the battalion's calibration program. In order to better manage this program, the battalion MMO has activated a centralized automated calibration program.

2. Cancellation. This letter will remain in effect until revision or when indicated by appropriate authority.

3. Information. All personnel assigned to the battalion will adhere to the following responsibilities and procedures:

a. MMO

(1) Provide each section with a Monthly Calibration Due and Past Due report during the first week of each month.

(2) Ensure the proper and timely input of all calibration data.

(3) Ensure the monthly validation of commodity section calibration reports.

(4) Responsible for delivery and pick up of individual commodity items to/from calibration lab.

b. Commodity Managers

POLICY LETTER 2-10

(1) Return an accurate report of all items that require calibrations to the MMO office in order for the MMO calibrations clerk to create a master report for the battalion utilizing enclosure (1).

(2) Ensure the calibration report accurately reflects the status of all assigned equipment.

(3) Submit all corrections to the MMO utilizing enclosure (1) by the 15th of each month.

(4) Ensure that all calibration data input occurs in the battalion MMO.

c. MMO will conduct an annual test, measurement, and diagnostic equipment (TMDE) review and inventory within each commodity section during the month of May. Upon completion of review, the MMO will have the OIC or SNCOIC sign the TMDE review form, and return it to the designated sections. This form must be maintained in the Calibrations NCO Desktop Procedures.

4. Scope. This policy pertains to all military personnel assigned to Chemical Biological Incident Response Force.



J. M. POLLOCK

CALIBRATION

TAMCN ID Nr	Component Nomen End Item Nomenclature	Component Ser End Item Ser	End Item NSN	E/C Type	Last Cal	Due Cal	Section	Location
C7073	TORQUE WRENCH	543		E				
10025A	COMMON 1	20364019	4910012388115		2/19/2008	2/19/2010	ENGINEE	BLDG 700
Remarks:								
C7073	MULTIMETER	93880206		E				
10025A	COMMON 1	20364019	4910012388115		2/16/2009	2/16/2012	ENGINEE	BLDG 700
Remarks:								
C7073	TORQUE WRENCH	540		E				
10025A	COMMON 1	20364019	4910012388115		2/17/2009	2/17/2011	ENGINEE	BLDG 700
Remarks:								
C7073	TORQUE WRENCH	7142		E				
10025A	COMMON 1	20364019	4910012388115		2/17/2009	11/14/2009	ENGINEE	BLDG 700
Remarks:								
C7073	POWER STEERING G	162		E				
10025A	COMMON 1	20364019	4910012388115		5/19/2008	11/19/2008	ENGINEE	IN CAL
Remarks: INDUCTED 04/29/09 ERO # ZHB69								
C7073	POWER STEERING G	14		E				
10025A	COMMON 1	20364019	4910012388115		5/30/2007	5/29/2009	ENGINEE	IN CAL
Remarks: INDUCTED 04/29/09 ERO # ZHB68								
C7073	MULTIMETER	93880205		E				
10025A	COMMON 1	20364019	4910012388115		2/16/2009	2/16/2012	ENGINEE	BLDG 700
Remarks:								
C7073	MULTIMETER	66761681		E				
10025A	COMMON 1	20364019	4910012388115		5/29/2007	5/28/2010	ENGINEE	BLDG 700
Remarks:								
C7073	TEST CAP GAUGE	163		E				
10025A	COMMON 1	20364019	4910012388115		2/16/2009	8/16/2009	ENGINEE	BLDG 700
Remarks:								
C7073	MULTIMETER	66761679		E				
10025A	COMMON 1	20364019	4910012388115		2/19/2008	2/19/2011	ENGINEE	BLDG 700
Remarks:								
C7073	BELT TENSIONER G	49266		E				
10025A	COMMON 1	20364019	4910012388115		11/7/2006	9/7/2009	ENGINEE	BLDG 700
Remarks:								
C7073	POWER STEERING G	27		E				
10025A	COMMON 1	20364019	4910012388115		2/25/2008	2/25/2010	ENGINEE	BLDG 700
Remarks:								
C7073	POWER DIAGNOSTIC	00013		E				
10025A	COMMON 1	20364019	4910012388115		5/30/2008	5/30/2009	ENGINEE	IN CAL
Remarks: INDUCTED 05/15/09 ERO # ZHB81								
C7073	TORQUE WRENCH	541 B		E				
10025A	COMMON 1	20364019	4910012388115		1/30/2007	11/30/2008	ENGINEE	IN CAL
Remarks: INDUCTED 04/29/09 ERO # ZHB70								

ENCL(1)

<i>TAMCN</i>	<i>Component Nomen</i>	<i>Component Ser</i>			<i>E/C</i>			
<i>ID Nr</i>	<i>End Item Nomenclature</i>	<i>End Item Ser</i>	<i>End Item NSN</i>	<i>Type</i>	<i>Last Cal</i>	<i>Due Cal</i>	<i>Section</i>	<i>Location</i>
C7073	TENSION TESTER	161		E				
10025A	COMMON 1	20364019	4910012388115		2/10/2009	2/10/2010	ENGINEE	BLDG 700
Remarks:								
C7073	STE ICE	2876		E				
10025A	COMMON 1	20364019	4910012388115		12/6/2007	12/6/2010	ENGINEE	BLDG 700
Remarks:								
C7073	POWER STEERIN GA	0521057		E				
10025A	COMMON 1	20364019	4910012388115		1/2/2008	1/2/2010	ENGINEE	BLDG 700
Remarks:								
C7073	POWER STEERING G	0520493		E				
10025A	COMMON 1	20364019	4910012388115		12/4/2007	12/4/2009	ENGINEE	BLDG 700
Remarks:								
C7073	PRESSURE GAUGE	0520498		E				
10025A	COMMON 1	20364019	4910012388115		12/4/2007	12/4/2009	ENGINEE	BLDG 700
Remarks:								
C7073	POWER STEERING G	007		E				
10025A	COMMON 1	20364019	4910012388115		12/4/2007	12/4/2009	ENGINEE	BLDG 700
Remarks:								
C7073	TORQUE WRENCH	541A		E				
10025A	COMMON 1	20364019	4910012388115		2/19/2008	2/19/2010	ENGINEE	BLDG 700
Remarks:								
C7073	POWER DIAGNOSTIC	00039		E				
10025A	COMMON 1	20364019	4910012388115		5/30/2008	5/30/2009	ENGINEE	IN CAL
Remarks: INDUCTED 05/15/09 ERO #ZHB80								
C7073	50 LB SCALE	2006		E				
10025A	COMMON 1	20364019	4910012388115		12/5/2007	12/5/2010	ENGINEE	BLDG 700
Remarks:								

ENCL(1)